



March 16, 2020

**TO: REGIONAL VICE PRESIDENTS
BRANCHES & FACILITIES**

Leave Carry Over

Recent changes to the collective agreement have left questions about the new provision of alternates dates for TOIL being approved up to June 15th of the following year, as well as how the 21 day carry over for leave will be applied this leave year.

For TOIL, CATCA and NAV Canada have agreed that TOIL banks will permitted to be carried over for use up to June 15, 2020. Any TOIL requested for carryover and not used by June 15, 2020 will be automatically paid out after June 15, 2020, at the salary rate in effect March 31, 2020. Anyone wishing to carry their TOIL balance past March 31, 2020 must make the request in Workday between April 1st and April 30th, 2020.

To simplify leave carry over, all members will be allowed to carry over up to 21 days of annual leave, lieu leave or any combination of the two regardless of how many days the individual carried over last year. Requests to carry over leave must be entered into Workday for approval between April 1st and April 30th, 2020. Failure to request the carry-over will mean the leave will automatically be paid out. Any days carried over this year will be applied against the 21 day carry-over available at the end of next leave year. Example;

- An employee who has carried 21 days of leave this year shall not be allowed to carry over any leave next year.
- An employee who has carried 10 days of leave this year shall be allowed to carry over 11 days of leave next year.
- An employee who has carried 0 days of leave this year shall be allowed to carry over 21 days of leave next year.

On Behalf of the Executive Board;

Peter Duffey
President

Doug Best
Executive Vice President

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